

TEXAS VETERANS COMMISSION
Stephen F. Austin Building
1700 N. Congress - Suite 800
Austin, Texas 78711
(512) 463-1295

Veteran Services Representative I
Veterans Employer Liaison (VEL)
Salary Schedule B/13
\$3,000.00/ per month

Posting No: 16-02
Class No: 5104
Job Location: Region V – Panhandle
Amarillo Workforce Center

Opening Date: 9/03/2015
Closing Date: 9/13/2015
WIT No: 3336451

NOTE: Applicants who previously applied on TVC posting 15-137/WIT# 7044809 DO NOT need to reapply. The current application is still under consideration.

The Texas Veterans Commission is committed to hiring Veterans and is proud to employ the highest percentage of Veterans among all state agencies.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 35M – Human Intelligence Collector, MA – Master at Arms, 8411 – Recruiter, 3N0X0 – Public Affairs, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position. Please email Larry Denton at larry.denton@tvc.texas.gov with questions or for additional information.

General Description:

Serves as a vital member of the Veterans Employment Services team by advocating for Veterans' employment and training opportunities with business, industry, and community-based organizations. The Veterans Employer Liaison (VEL) disseminates information regarding employment and training programs and facilitates Veteran access to all workforce development programs and services.

GENERAL QUALIFICATIONS

- Applicant must be a Veteran who served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge OR a Veteran who was discharged or released from active duty because of a service-connected disability; OR the incumbent must be an eligible person as defined by Title 38 of the United States Code.
- ***Preference is given for a VA compensable service connected disability. Individual desiring such preference must submit supporting VA disability documentation with the State of Texas Application in order to receive preference.***
- ***Recently separated Veteran strongly preferred; must submit a copy of their form DD #214 in order to receive preference.***

Job Duties include but are not limited to:

- Conduct outreach to employers, organizations and other service providers to promote Veterans employment goals and objectives and to assist Veterans in gaining employment.
- Develop and maintain partnerships with business organizations, employers, labor unions, Veterans' Service Organizations.
- Facilitate Veteran employment by coordinating and collaborating with Workforce partners to include Workforce Business Services Units to ensure optimum employment and training opportunities for Veterans.
- Analyze labor market information for employment trends and develop strategic initiatives and regional plans for effective employer recruitment strategies.
- Coordinate with Veteran Career Advisors and partner staff to provide job opportunities to specific Veterans.
- Review and analyze Veteran qualifications to ensure they meet the requirements for employer's job opportunities.
- Plan and participation in job and career fairs.
- Make presentations to employers and other groups to promote Veteran services.
- Conduct seminars for employers and job search workshops with employers.
- Promote credentialing and licensing opportunities for Veterans.
- Review and report on the Workforce services provided to Veterans and recommends strategies, solutions or corrective action when required.
- Provide training and technical assistance to staff administering services to Veterans; prepare quarterly reports

- Enter and retrieve information to/from computer systems (WorkinTexas.com, TWIST, or other electronic databases, etc.).
- General personal computer, Microsoft Windows and Microsoft office and internet research experience preferred.
- Travel maybe required at least 10% of the time for work related functions.
- Work hours other than 8-5 may be required.
- Performs related work as assigned.

General Qualification Guidelines

Education and Experience

Graduation from an accredited four-year college or university with major course work in the social work/social sciences or a related field is generally preferred. Experience and education may be substituted for one another. **If substituting education for experience, a copy of college transcripts must accompany the application.**

- Experience in interviewing, job placement, and retention and counseling work of Veterans and other eligibles.
- Graduation from an accredited four-year college or university with major course work in the social sciences or a related field is generally preferred.
- Experience and education may be substituted for one another.
- A valid Texas driver's license is required.

Knowledge, Skills and Abilities

- Knowledge of interviewing and assessment techniques and procedures.
- Knowledge of community resources.
- Skill in conducting interviews and in counseling others.
- Skill in operating computers and applicable software.
- Ability to gather, assess and analyze Veteran's needs.
- Ability to coordinate Veterans' services.
- Ability to communicate effectively and to train others.
- Ability to maintain effective public contacts.
- Ability to meet deadlines.
- Ability to counsel special applicant groups; evaluate information obtained in review of Veterans' programs; and to maintain effective public contacts.

Of Special Note:

As the State Approving Agency for Texas, the Texas Veterans Commission has approved this position for VA educational benefits. Qualifying Veterans, reservists and dependents eligible under the GI Bill may receive monthly VA educational benefits during their 12 months of on-the-job-training.

How to Apply:

Applications may be requested from the Texas Veterans Commission, 1700 N. Congress, Austin, Texas 78711 (512) 463-6564; or downloaded from the Texas Workforce Commission website: <https://wit.twc.state.tx.us>

Only mailed applications will be accepted to the Texas Veterans Commission, Attn: Larry Denton, Regional Manager, Workforce Solutions of West Central Texas, 500 Chestnut Street, Suite 1200, Abilene, TX 79602.
Applications must be **postmarked** by the closing date in order to be considered for this posting.

Resumes will not be accepted in lieu of State Applications.

This position has been designated as a security sensitive position. A criminal background investigation will be completed on the final candidate for this position.

An Equal Employment Opportunity Employer

The Texas Veterans Commission does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or the provision of services.